

## **OFFICE MANAGER ENGINEERING**

### **POSITION DESCRIPTION**

This position requires a highly professional individual with experience in general office management, governmental accounting and claims procedures, budgeting, building construction, permitting, typical office correspondence and organizational management. He/she should be able to tactfully and effectively communicate in a wide array of settings and individuals. He/she should be a professional, highly motivated individual who is organized and able to manage multiple priorities simultaneously.

### **TRAINING/SKILLS**

- Minimum 3-5 years experience in office procedures.
- Thorough knowledge of Microsoft Office software applications.
- Demonstrated organizational skills and the ability to exercise judgment in prioritizing assignments.
- The ability to work in a team oriented work environment and communicate tactfully and effectively with the public, contractors, and community leaders.
- Knowledge of city codes and ordinances, city government and budget/ordinance procedures.
- Basic English and grammar skills.

### **HOURS**

Regular Full-Time; 37.5 hours per week.  
7:30 a.m. – 3:30 p.m.

### **SALARY**

\$1,188.62 - \$1,485.76 biweekly

### **LOCATION**

City Hall  
Engineering Dept. – 2<sup>nd</sup> floor  
609 W. Navajo  
West Lafayette, Indiana

ANYONE WISHING TO APPLY FOR THIS POSITION MUST DO SO BY  
WEDNESDAY, MARCH 24, BY 4:30 P.M.